

**LEGAL NOTICE  
CITY OF MANCHESTER  
MANCHESTER-BOSTON REGIONAL AIRPORT  
INVITATION TO SUBMIT PROPOSALS**

**CLOSED CIRCUIT CAMERA SYSTEM INSTALLATION SERVICES**

**DECEMBER 2007**

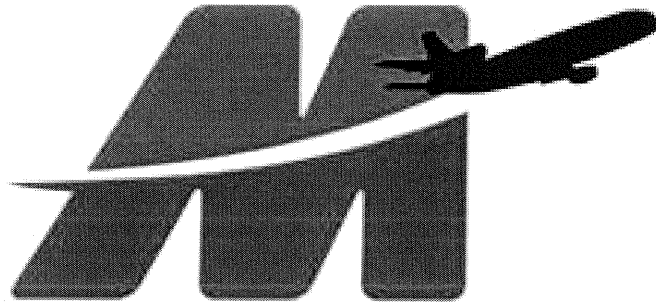
Manchester-Boston Regional Airport will receive Proposals from companies interested in providing CLOSED CIRCUIT CAMERA SYSTEM INSTALLATION SERVICES at Manchester-Boston Regional Airport.

Proposals will be received until 2:00 pm January 24, 2008 at the Airport Administration Office. Proposals must be in a sealed envelope plainly marked "PROPOSAL – CLOSED CIRCUIT CAMERA SYSTEM INSTALLATION SERVICES" Attention: Airport Operations.

Request for Proposal (RFP) details are available and letters receivable at the Airport Administration Office, One Airport Road, Suite 300, Manchester, New Hampshire 03103, Telephone: (603) 624-6539.

Manchester-Boston Regional Airport reserves the right to waive irregularities and to reject any and all submittals on any basis and without disclosure of a reason.

J. Brian O'Neill  
Acting Airport Director



City of Manchester, New Hampshire  
Department of Aviation  
Manchester • Boston Regional Airport

## REQUEST FOR PROPOSALS

for

CLOSED CIRCUIT CAMERA SYSTEM  
INSTALLATION SERVICES

DECEMBER 2007

**CITY OF MANCHESTER  
DEPARTMENT OF AVIATION  
REQUEST FOR PROPOSALS**

**CLOSED CIRCUIT CAMERA SYSTEM INSTALLATION SERVICES**

**SECTION 1.0 INTRODUCTION**

The City of Manchester, Department of Aviation (Manchester • Boston Regional Airport, hereafter “the Airport”), is seeking proposals from companies (hereafter “the contractor”) experienced in the installation and operation of Closed Circuit Television Systems. The successful contractor must have a proven track record of success in the planning and installation of closed circuit camera systems.

This Request for Proposals (RFP) seeks a Contractor with the knowledge and experience necessary to complete one phase of a broad and elaborate CCTV integration project. This RFP is not intended to provide detailed specifications for this project, rather it is intended to provide appropriate guidelines and system descriptions necessary for the Contractor to develop an effective solution for this CCTV installation project.

**SECTION 2.0 DESCRIPTION OF WORK**

Phase 1 of the Manchester-Boston Regional Airport CCTV project will consist of integrating sixty-seven (67) IP cameras, IDF data racks, two (2) HP MSA1500cs storage area networks, two (2) HP DL380 servers running VMware enterprise, Microsoft windows server 2003, and ONSSI NetDVMS 6 software into the existing airport environment.

Prior to commencing work on the CCTV system at Manchester-Boston Regional Airport, the contractor will meet with the Airport’s CCTV project team. The Airport project team will coordinate with the Contractor to establish a detailed construction schedule and project benchmarks.

The Contractor will work closely with the CCTV project team throughout the project to ensure that all cameras, cables, monitors and accessories are installed in accordance with applicable building and electrical codes as well as Airport Operations and Security requirements.

The Contractor will be responsible for ensuring that the design, layout and operation of the aforementioned facilities are appropriately incorporated into the existing Airport CCTV system. The Contractor must ensure that there are no disruptions to the existing Airport CCTV and/or security systems and must take all appropriate precautions to ensure continuous and uninterrupted operation of these systems.

The Contractor will assist with design and layout of the CCTV system and will install approximately sixty-seven (67) cameras, twelve (12) monitors and associated hardware within both secure and public areas of the airport. The contractor will also, under the general direction of the Airport, install all required cables, connectors and accessories required in the operation of the CCTV system. The Airport will provide drawings depicting camera locations and network connections.

The successful Contractor will have 120 days from award of contract to complete the CCTV installation project. Failure to meet this requirement may result in penalties of up to \$100.00 per day until project completion.

### SECTION 3.0 INSTRUCTIONS

Proposals for Closed Circuit Camera System Installation Services must include the following information:

- Completed Company Questionnaire and Financial Statement
- A list of five (5) or more clients with contact names and numbers
- All associated project costs
- Warranty

Each proposer shall submit three (3) copies of their proposal and all supporting documentation to:

Manchester • Boston Regional Airport  
One Airport Road, Suite 300  
Manchester, New Hampshire 03103-3395  
Closed Circuit Camera Installation Services  
Attention: Airport Operations

A site visit will be held on Thursday, January 10, 2008 at 10:00 a.m. and will serve to provide an overview of the CCTV project. Proposers shall meet at the Airport Administration Office located on the third floor of the Airline Terminal Building. **It is mandatory that all Proposers have a representative in attendance for the site visit in order to acquire information including project drawings necessary for preparing a complete proposal.** The site visit will serve to address the following:

#### General:

- Introduction of Airport CCTV Project Team
- Overview of the CCTV project
- Terminal building design and construction
- Security (Contractor and CCTV system)

**System Requirements:**

- Display and performance
- System/user interface
- Database and storage area network requirements
- Equipment installation and locations
- Maintenance
- Testing
- Training
- Acceptance

**All proposals must be clearly marked “CLOSED CIRCUIT CAMERA SYSTEM INSTALLATION SERVICES” and received at the above address no later than 2:00 PM on Thursday, January 24, 2008.** The company selected will receive notification within 10 business days of this date.

The Airport reserves the right, at its sole discretion, to solicit for and obtain CCTV Services as it sees fit at any time in the future without regard to any procurement action resulting from this request.

The Airport reserves the right to add, delete, or revise any section of the Request for Proposal. The Airport reserves the right to: 1) accept those proposals it deems most suitable and beneficial; 2) reject any or all proposals; and 3) waive any of the requirements of the selection procedures explained in this document. The Airport also reserves the right to retain all copies of proposals submitted by interested companies.

The Airport and/or its agents will examine and evaluate each proposal submitted. A detailed and objective evaluation will be conducted, the sole intent of which will be to identify the company that best meets the needs of the Airport. The Airport will use evaluation criteria it feels is most appropriate to the review process, and the relative importance of this criteria will be determined at the sole discretion of the Airport.

Incomplete submissions may be cause for rejection of the CCTV proposal.

Selection criteria will include, but not be limited to, the following.

1. Prior experience on projects of similar size and scope
2. Cost structure for services rendered
3. Completeness of proposal
4. References
5. Warranty

No company shall have any cause of action against the City of Manchester or Manchester • Boston Regional Airport arising out of a failure by the City or the Airport to consider a company's proposal, or the methods by which Airport evaluated proposals received. The selection of the prospective company shall be at the sole discretion of the Airport.

Inquiries on matters pertaining to this Request for Proposal shall be directed to Thomas J. Malafronte, Manager, Airport Operations at 603-624-6539 extension 482. All inquiries must be received by 4:00 PM Thursday, January 17, 2008.

## SECTION 4 CCTV CAMERAS, MONITORS AND ACCESSORIES

The Airport will provide all cameras, computer hardware and software for the CCTV system. This will include cameras, monitors, servers, SANS, workstations and software for this project. The Airport will also procure any registrations and/or licenses required for operating the CCTV system.

The cameras to be installed shall be manufactured by Axis or an approved equal network POE camera approved by the Airport. Monitors shall be a combination of NEC LCD4020-BK-IT 40inch LCD and View sonic VG1930WM 19 inch LCD or approved equal. All workstations shall be x86 running windows xp sp2. Servers shall be HP DL380's with VMWare, Windows 2003, and NetDVMS 6.  
(specific locations to be identified during the mandatory site visit).

The contractor shall be responsible for the supply, installation termination, and connection of all power, network, and camera cabling to specified locations. This shall include plenum rated Cat6, non plenum rated fiber optic, plenum rated inner duct, and electric metallic tubing for connection of the power and network to the IDF's and cameras.

All cabling above finished ceilings shall be plenum rated material or installed in plenum rated inner duct and/or conduit. Cables installed outside of finished ceilings shall be in cable tray, inner duct, electric metallic tubing and/or combination of material.

The contractor will provide all labor and will furnish the following materials necessary to complete the CCTV project:

- Data cabling
- HVAC upgrades
- Expansion of the CCTV/computer room
- Installation of any new IDF racks
- Power
- Installation and configuration of all hardware and software

At the conclusion of the project, the contractor will provide three (3) complete sets of as-built drawings in paper and electronic formats. Drawings shall include full documentation and schematics describing the camera and cabling locations as well as a description and location of all CCTV monitors and storage equipment.

## **SECTION 5        SECURITY**

All contractor personnel will be required to obtain an Airport issued security identification badge and will be responsible for adhering to all security procedures throughout the project. Contractor personnel will not have escort privileges.

Personnel seeking an Airport Security I.D. badge must undergo a fingerprint based criminal history records check and a security threat assessment administered by the Transportation Security Administration (TSA). Disclosure of a criminal offense, as defined by TSA security regulations, will disqualify a candidate from receiving a security I.D. badge which is required for this project. Security I.D. badge applicants will also be required to attend an Airport security briefing (date and time to be coordinated following award of contract).

The Contractor, including any sub contract employees working on behalf of the primary Contractor, will be responsible for security of their work area and tools. The Contractor will be responsible for any security related violations or penalties levied against the Contractor or Manchester-Boston Regional Airport as a result of negligence on the part of the Contractor or its agents.

## **SECTION 6        WARRANTY**

The Contractor shall perform all work, and shall supply all required materials, in accordance with applicable Federal, State, and Local regulations and/or requirements. The Contractor must guarantee in writing that for a period of one (1) year from the date of acceptance, the Contractor will, at his/her own expense, make all repairs that may be required by reason of defective design, workmanship, or materials supplied by the Contractor.

## Manchester • Boston Regional Airport

### CLOSED CIRCUIT CAMERA SYSTEM INSTALLATION SERVICES

December 2007

#### COMPANY QUESTIONNAIRE ACKNOWLEDGEMENT

All information requested in this Questionnaire MUST be furnished by the Contractor submitting the RFP (hereinafter referred to as "Company"), and MUST be submitted as part of the Closed Circuit Camera System Installation Services Statement of Qualifications. All statements must be complete and accurate. Omissions, incompleteness, inaccuracy, or misstatements may be cause for rejection of the Statement of Qualifications.

All statements of Qualifications shall become the property of the City of Manchester. Those parts of a Statement of Qualifications which are defined by a Company as business or trade secrets, and are reasonably marked "Trade Secrets" or "Confidential" or "Proprietary," shall only be disclosed to the public if such disclosure is required or permitted under the laws of the State of New Hampshire or the City's policies, rules or regulations.

By submission of this Statement of Qualifications, Company acknowledges and agrees that the City of Manchester has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in this questionnaire and authorizes the release to the City of Manchester of any and all information sought in such inquiry or investigation.

\_\_\_\_\_  
Company (Print Name)

By: \_\_\_\_\_

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Internal Revenue Service  
Employer Identification Number

(Additional sheets may be inserted and/or attached as necessary to complete the Statement of Qualifications and Company Questionnaire).



## Manchester • Boston Regional Airport

### CLOSED CIRCUIT CAMERA SYSTEM INSTALLATION SERVICES

December 2007

#### COMPANY QUESTIONNAIRE AND STATEMENT OF QUALIFICATION AND EXPERIENCE

A. REQUIRED INFORMATION

1. Name of Contractor \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_
2. When Incorporated \_\_\_\_\_  
In What State \_\_\_\_\_
3. Number of years contractor has provided Closed Circuit Camera System  
Installation Services: \_\_\_\_\_
4. Names and experience of key personnel as listed:  
TITLE EXPERIENCE  
President \_\_\_\_\_  
Vice President \_\_\_\_\_  
Treas/Vice Pres. \_\_\_\_\_  
Secretary \_\_\_\_\_  
Controller \_\_\_\_\_
5. Total number of officer personnel: \_\_\_\_\_  
Total of all other personnel: \_\_\_\_\_
6. Total number of Facilities where Closed Circuit Camera System Installation Services  
are offered: \_\_\_\_\_
7. Annual Gross Revenue from Closed Circuit Camera System Installation Services  
Operations:  
\_\_\_\_\_  
\_\_\_\_\_

8. List Banking Reference:

---

---

9. List Dunn & Bradstreet rating (if available).

---

---

10. BUSINESS EXPERIENCES

List four (4) persons or firms with whom you have conducted business transactions during the past three (3) years.

REFERENCE NO.1

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

---

Telephone: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business association, etc.:

---

---

---

---

Reference No.2

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

---

Telephone: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business association, etc.:

---

---

---

---

---

REFERENCE NO.3

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business association, etc.:

---

---

---

---

Reference No.4

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business association, etc.:

---

---

---

REFERENCE NO.5

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Nature and magnitude of purchase, sale, loan, business association, etc.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 11. STATEMENT OF EXPERIENCE

Describe the duration and scope of your experience in providing Closed Circuit Camera System Installation Services, including such things as: Number of years' experience in providing CCTV services; airport or other transportation facility locations; number of large commercial or office customers; volume of business, and other locations which would indicate your ability to provide Closed Circuit Camera System Installation Services at Manchester • Boston Regional Airport. Include a list of all your existing large commercial customers and locations. Describe the organization that would be responsible for Closed Circuit Camera System Installation Services at Manchester • Boston Regional Airport. Describe specific experience working with HP SANS, VMWare and ONSSI NetDVMS.

(Attach additional pages as necessary.)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. There is no handwriting or other markings on the paper.

## 12. STATEMENT OF UNDERSTANDING OF THE SCOPE OF WORK

Indicate here how Contractor proposes to carry out the terms of the proposal. Description should include, but not be limited to, the following: methodology for scheduling of personnel, level and degree of training personnel have received, safety, quality standards, equipment, etc.

(Attach additional pages as necessary.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

### 13. SUBCONTRACT INFORMATION

Please list any subcontract company/employee that will be used in the Closed Circuit Camera Installation Services project. Describe relevant experience in working with CCTV systems and provide a minimum of (3) current references.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## OTHER INFORMATION

Please provide any other information which you feel will be helpful in evaluating your ability to successfully provide Closed Circuit Camera System Installation Services at Manchester • Boston Regional Airport.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



## **EXHIBIT "A"**

### **CONTRACT AGREEMENT INDEMNIFICATION AND INSURANCE REQUIREMENTS**

The consideration of the utilization of Contractor's services by the City of Manchester and other valuable consideration, the receipt of which is hereby acknowledged, Contractor agrees that all persons furnished by Contractor shall be considered the Contractor's employees or agents and that Contractor shall be responsible for payment of all unemployment, social security and other payroll taxes including contributions from them when required by law.

CONTRACTOR hereby agrees to protect, defend, indemnify, and hold the City of Manchester and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, demands and causes of action of every kind and character including but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees and all other expenses incurred by the City arising in favor of any party, including claims, liens, debts, personal injuries, including employees of the City, death or damages to property (including property of the City) and without limitation by enumeration, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of his Contractor agreement. CONTRACTOR agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, or suits at the sole expense of the CONTRACTOR. CONTRACTOR also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent. This provision is not intended to create any cause of action in favor of any third party against CONTRACTOR or the City or to enlarge in any way the CONTRACTOR'S liability but is intended solely to provide for indemnification of the City from liability for damages or injuries to third persons or property arising from CONTRACTOR'S performance hereunder.

CONTRACTOR agrees to maintain in full force and effect:

A. Comprehensive General Liability insurance written on occurrence form, including completed operations coverage, personal injury liability coverage, broad form property damage liability coverage, XCU coverage, and contractual liability coverage insuring the agreements contained herein. The minimum limits of liability carried on such insurance shall be \$1,000,000 each occurrence and, where applicable, in the aggregate combined single limit for bodily injury and property damage liability; \$1,000,000 annual aggregate personal injury liability.

B. Automotive liability insurance for owned, non-owned and hired vehicles. The minimum limit of liability carried on such insurance shall be \$1,000,000 each accident, combined single limit for bodily injury and property damage.

C. Worker's compensation insurance whether or not required by the New Hampshire Revised Statutes Annotated, 1955, as amended, with statutory coverage and including employer's liability insurance with limits of liability of at least \$100,000 for each accidental injury and, with respect to bodily injury by disease, \$100,000 each employee and \$500,000 per policy year.

D. Any and all deductibles on the above described insurance policies shall be assumed by and be for the account of, and at the sole risk of Contractor.

E. Insurance companies utilized must be admitted to do business in New Hampshire or be on the Insurance Commissioners list of approved non-admitted companies and shall have a rating of (A) or better in the current edition of Best's Key Rating Guide.

F. CONTRACTOR agrees to furnish certificate(s) of the above mentioned insurance to the Manchester Airport within fourteen (14) days from the date of this agreement and, with respect to the renewals of the current insurance policies, at least thirty (30) days in advance of each renewal date. Such certificates shall, with respect to comprehensive general liability and auto liability insurance, name the City of Manchester, the Town of Londonderry, and the Manchester Airport as an addition insured (except worker's compensation) and, with respect to all policies shall state that in the event of cancellation or material change, written notice shall be given to the Manchester Airport, at the Airport Administration office at 1 Airport Road, suite 300, Manchester, New Hampshire, 03103 at least thirty (30) days in advance of such cancellation or change.

G. The purchase of the insurance required or the furnishing of the aforesaid certificate shall not be a satisfaction of CONTRACTOR'S liability hereunder or any way modify the CONTRACTOR'S indemnification responsibilities to the Manchester Airport.

H. It shall be the responsibility of CONTRACTOR to ensure that all subcontractors comply with the same insurance requirements that he is required to meet.

**MANCHESTER-BOSTON REGIONAL AIRPORT  
PROPOSAL FORM**

The UNDERSIGNED does hereby certify that the services and items to be furnished to Manchester-Boston Regional Airport meet all of the system descriptions and requirements.

The UNDERSIGNED hereby certifies that no employee, officer or agent of the City, nor any member of their immediate family has any interest in the award of a contract herein; nor is any such employee, officer or agent employed by or about to become an officer or employee of any person, firm, partnership or corporation which may benefit from the award of the contract herein.

The UNDERSIGNED must be familiar with all aspects of the CCTV system including VMware, HP SANS, ONSSI software and installation requirements.

This agreement is based on the foregoing as well as the attached Exhibit A issued before execution of this agreement and any amendments hereafter to be made.

Manchester-Boston Regional Airport will award the contract for CLOSED CIRCUIT CAMERA SYSTEM INSTALLATION SERVICES to the proposer most qualified.

=====

**PROPOSAL ITEM 1:**

All inclusive price for labor and equipment for CLOSED CIRCUIT CAMERA SYSTEM INSTALLATION SERVICES, including one (1) year warranty described in this Request for Proposal and the Airport site visit.

For the total sum of: \_\_\_\_\_

US Dollars \$: \_\_\_\_\_

**PROPOSAL ITEM 2:**

Hourly rate per technician: \_\_\_\_\_

Hourly rate per Supervisor/Owner representative: \_\_\_\_\_

Specify if there are varying levels of technicians and rates: \_\_\_\_\_

\_\_\_\_\_  
Mark up for supplies/materials provided by the contractor: \_\_\_\_\_%

**MANCHESTER-BOSTON REGIONAL AIRPORT  
CLOSED CIRCUIT CAMERA SYSTEM INSTALLATION SERVICES  
PROPOSAL AGREEMENT**

IN WITNESS WHEREOF, the parties hereto have executed this contract Agreement for Closed Circuit Camera System Installation Services as of the year and day first mentioned.

Agreement Date: \_\_\_\_\_

City of Manchester, Department of Aviation:

By: \_\_\_\_\_  
Airport Director

By: \_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
Airport Witness

By: \_\_\_\_\_  
Contractor Witness